**Writing Task:** Write a procedural text (technical directions) in which you explain to a specific audience how to complete a process.

**Research \_\_\_\_\_/15**

**Graphic Organizer \_\_\_\_\_\_\_/10**

**Peer Edit\_\_\_\_\_\_\_/15**

**Procedural Text\_\_\_\_\_\_/60**

**Rubric:**

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| **Score** | **Common Core Traits** |
| **6** | • **Development** Introduces a topic in a clear and engaging way; provides relevant, well-chosen facts and details about each step in the process; ends with a strong concluding section that follows from the explanation  • **Organization** Organizes steps in a clear, logical order; effectively uses appropriate and varied transitions to link ideas and create cohesion   * **Formatting** Exceptional use of text features including pictures, diagrams, headings, and subheadings   • **Language** Consistently maintains a formal style; ably uses precise language; shows a strong command of conventions |
| **5** | • **Development** Clearly introduces a topic; provides relevant, well-chosen facts and details about most steps in the process; ends with a concluding section that follows from the explanation  • **Organization** Arranges steps logically; uses appropriate and varied transitions   * **Formatting** Appropriate use of text features including pictures, diagrams, headings, and subheadings   • **Language** Maintains a formal style; uses precise language; has a few errors in conventions |
| **4** | • **Development** Sufficiently introduces a topic; could use more facts and details to explain some steps; has an adequate concluding section  • **Organization** Arranges steps in a mostly logical order; uses some transitions   * **Formatting** Sufficient use of text features including pictures, diagrams, headings, and subheadings   • **Language** Mostly maintains a formal style; needs more precise language at times; includes a few distracting errors in conventions |
| **3** | • **Development** Introduces a topic and concludes the explanation in an adequate way; lacks enough facts and details in most steps  • **Organization** Has some organizational flaws; needs more transitions to link ideas   * **Formatting** Some use of text features including pictures, diagrams, headings, and subheadings   • **Language** Frequently lapses into an informal style; expresses some key ideas in too complex a manner; has some critical errors in conventions |
| **2** | • **Development** Has a weak introduction of the topic and concluding section; lacks facts and details in all steps  • **Organization** Has organizational flaws; lacks transitions throughout   * **Formatting** Hardly any use of text features including pictures, diagrams, headings, and subheadings   • **Language** Uses informal style and tone; expresses ideas in too complex a  manner; has many errors in conventions |
| **1** | • **Development** Lacks an introduction, concluding section, and explanation of steps  • **Organization** Has no organization or transitions   * **Formatting** No proper use of text features including pictures, diagrams, headings, and subheadings   • **Language** Uses an inappropriate style and tone; expresses ideas in too complex a manner and creates confusion; has major problems with conventions |

**Total\_\_\_\_\_\_\_\_\_/100**

**Do the Research**

Consider the information you will need to write clear and complete directions. Write down some of the research questions, and then find the answers in books, manuals, and online.

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| **Question** | **Answer** | **Source** |
| *For Example: What ingredients will I need to make a peanut butter and jelly sandwich?* | *2 slices of bread*  *peanut butter*  *jelly* | *Allrecipes.com* |
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**Procedural Text: Graphic Organizer**

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| P**art One: Describe the function of the product. After the process is complete, how does the final product work?** |

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| **Part Two: List and describe each part of the product (tools, materials, ingredients, etc)** |

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| **Part Three: Briefly explain the major and minor steps in the procedure you are describing. Be sure to list them in logical sequence.**  **Purpose:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Step 1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Step 2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Step 3:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Step 4:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Step 5:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |